

**Meeting Minutes
Of Ankeny Civil Service Commission Meeting**

Thursday, January 14, 2010

11:45 a.m.

Ankeny City Hall – City Council Chambers
410 W. First Street, Ankeny, Iowa

Doug Beech, Chair

Linda Sharp

Christian Murray

The meeting was called to order by Doug Beech. Roll call taken. All present.

1. MOTION TO APPROVE THE MINUTES OF 11-12-09

Sharp moved to approve the minutes from November 12, 2009. Murray seconded the motion. All voted aye and the motion carried.

2. MOTION TO CERTIFY MATT KNOLL AS ELIGIBLE FOR PROMOTION TO WATER OPERATOR II IN THE MUNICIPAL UTILITIES DEPARTMENT, SUBJECT TO PASSING ANY FURTHER REQUIREMENTS BY THE DEPARTMENT.

Murray moved to certify Matt Knoll as eligible for promotion to Water Operator II, subject to passing any further requirements. Beech seconded the motion. All voted aye and the motion carried.

3. MOTION TO CERTIFY A LIST OF CANDIDATES ELIGIBLE FOR THE POSITION OF ADMINISTRATIVE CLERK IN THE POLICE DEPARTMENT, IN ORDER OF RANK FOLLOWING CIVIL SERVICE TESTING, SUBJECT TO PASSING ANY FURTHER REQUIREMENTS BY THE DEPARTMENT

Sharp moved to certify the 42 candidates passing the civil service examination as eligible for appointment to Administrative Clerk in the Police department, subject to passing any further requirements. Beech seconded the motion. All voted aye and the motion carried. The following candidates were certified, in order of rank, following the examination for Administrative Clerk and the list remains active for one year unless exhausted.

1. Pamela Chapman

1. Katherine Olson

1. Peggy Zimmerman

4. Mary Bennett

4. Bonnie Dickson

4. Erin Grollot

4. Amber Jones

4. Kelli Mahlow

4. Dain McClurg

4. Barbara Parker

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| 4. Jessica Phillips | 23. Anne Muhlenbruck |
| 12. Theresa Bentley | 23. Katherine Redmon |
| 12. Trudy Boyd | 23. Brian Thomas |
| 12. Brody Moore | 23. David Welshhons |
| 12. Sandy Nikolaidis | 31. Linda Burkhart |
| 12. Debra Sackett | 31. Stacey Carlson |
| 12. Patricia Wittick | 31. Sheila Clark |
| 18. Angela Huisman | 31. Ellen Gogerty |
| 18. Teresa Reha | 31. Mary Hood |
| 18. Lee Vogt | 31. Sheila Kochheiser |
| 18. Marla Williams | 31. Emily Olson |
| 22. Ronda Villamagna | 38. Teri Bailey |
| 23. Jeri Entler | 38. Patricia Lynch |
| 23. Mary Greco | 38. Stephanie Reynolds |
| 23. Rose Marie Hoffman | 38. Nichola Spoerl |
| 23. Ashley Miller | 38. Shayna Tatarak |

4 MOTION TO APPROVE THE CIVIL SERVICE RULES AND REGULATIONS AND SUPPORTING CIVIL SERVICE CERTIFICATION PROCESS FOR ENTRY AND PROMOTION SUMMARIES AS REVISED AND UPDATED.

Murray moved to approve the changes to the Civil Service Rules and Regulations and supporting civil service certification process summaries. Beech seconded the motion. All voted aye and the motion carried.

5 MOTION TO APPROVE THE PROMOTIONAL TESTING PROCESS FOR THE FIRE DEPARTMENT POSITIONS OF LIEUTENANT AND ENGINEER.

Murray moved to approve the promotional testing process for the fire department positions of Lieutenant and Engineer. Sharp seconded the motion. All voted aye and the motion carried.

6 ADJOURNMENT

Next meeting will be Thursday, February 11th at 11:45 am. Agenda topics include police officer certification and a review of the civil service appeals and hearing process. Being there was no further business; Beech moved to adjourn the meeting. Sharp seconded. All voted aye and the motion carried. The meeting adjourned at 12:18 p.m.

Respectfully submitted,

Dawn Gean

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Clerk to the Civil Service Commission